

**Administrative Permit: FAMILY DAY CARE HOME FOR CHILDREN (9-14)**

|                          |             | FEES* | INITIAL DEPOSIT* | FEE CODE |
|--------------------------|-------------|-------|------------------|----------|
| DPLU PLANNING            |             |       |                  |          |
| DPLU ENVIRONMENTAL       |             |       |                  |          |
| DPW ENGINEERING          |             |       | \$795            |          |
| DPW INITIAL STUDY REVIEW |             |       |                  |          |
| STORMWATER               |             |       |                  |          |
| DEH                      | SEPTIC/WELL | \$666 |                  |          |
|                          | SEWER       |       |                  |          |
| DPR                      |             |       |                  |          |
| <b>INITIAL DEPOSIT</b>   |             |       |                  |          |
| <b>\$1,431</b>           |             |       |                  |          |

VIOLATION FEE \$500

ALL FEES ARE WAIVED (except fees for DEH and DPW)

\* **See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

**NEW: Use our [Discretionary Permit Cost Guide!](#) to get an idea of how much the County portion of your project may cost.**

**- Please read and follow instructions Step by Step!! -**

**Step 1:**

All forms/plans listed under **(Step 1)** must be completed, signed, scanned and saved as “pdf” files, then **submitted on CD’s**. The forms have “Data Entry Form Fields” and can be completed and saved on your computer.

--- Plot Plan  
[305 Ownership Disclosure](#)  
[320 Evidence of Legal Parcel](#) **(and any deeds)**  
[346S Supplemental Application Form](#)  
[511 Notice of Proposed Administrative Permit](#)  
[514 Public Notice Package/Certification](#)

**Step 2:**

***In addition to the electronic copies on CD, all forms/plans listed under (Step 2) must be completed, signed and submitted as Hardcopies.***

--- Plot Plans: **Eight (8) hard copies.**  
     If in Alpine CPG area: **Eight (8) hard copies.**  
     If in the (USD RIP) River Way Specific Plan area: **Ten (10) hard copies.**  
[346 Discretionary Permit Application Form](#): **One (1) hard copy.**

346S Supplemental Application Form: **One (1) hard copy.**

511 Notice of Proposed Administrative Permit: **One (1) hard copy.**

--- Public Notice package (see [DPLU-516](#) for details)

- a. One (1) set of gummed labels on 8½" x 11" sheets containing the names and addresses of all property owners.
- b. One (1) set of stamped (**with USPS Forever Stamps**) and addressed envelopes (4¼" x 9½" business size) for each property owner on the list.

**All forms listed below are informational only and shall not be submitted.**

These are available at: [DPLU Zoning Forms](#).

|        |   |
|--------|---|
| 174    | Frequently Asked Questions  |
| 515    | Public Notice Procedure   |
| 516    | Public Notice Applicant's Guide   |
| 591    | Large Family Day Care Home for Children – Definitions & Use Regulations |
| 906    | Signature Requirements  |
| ZC001  | Defense and Indemnification Agreement                                   |
| ZC013  | G-3 Determination of Legal  |
| ZC090Z | Typical Plot Plan Parcel  |

**This application requires an appointment to submit.  
To schedule or cancel appointments please call (858) 694-2262.**

**NOTES:**

1. Save **each** whole Study, Report, Plot Plan, Map, etc., **as a single PDF file on CD(s)**. Save as many PDF files as possible on each CD. Provide two (2) copies of each CD.
2. Plot plans are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
3. Zoning Planner needs to review plot plan for compliance with the ordinance requirements prior to acceptance of the project.
4. Inform applicant that project goes to local Community Planning Group and/ or Design Review Board for recommendation.